



Environmental Health & Safety Department

C-14 Quick Guide for Designated Coordinators



What is a Certificate of Fitness C14?

A certification provided by the New York City Fire Department (FDNY) indicating that an individual, through educational background, job experience, and training has demonstrated adequate knowledge of the fire code as it relates to fire safety in non-production (research) laboratories.





Why Is It Needed?

- At least one C-14 holder must be present whenever a lab is in operation (**including nights, holidays and weekends**)
- If no C-14 holder is present during a FDNY inspection (**which may occur at any time**) a Violation Order (VO) will be issued
- All VOs will be tracked and recorded and reviewed annually to ensure improved compliance over time.





2 Ways to Obtain a C-14

1. Complete an application and pass an exam directly from the FDNY
2. Complete an application and have Master's degree or higher (diploma must be uploaded with online application)





Qualifications

To obtain a C14 online, the applicant must have one of the following:

- NYS Clinical Laboratory Director license
- MD, DDS, or DVM degree
- Masters or Doctoral degree
- Bachelor's degree and a letter from his/her supervisor indicating at least 2 years of post-baccalaureate experience in a chemical lab



If an applicant obtains a bachelors degree with less than 2 years post-baccalaureate experience in a chemical lab they will need to take the exam in person at the FDNY headquarters in Brooklyn.



How to Apply

Collect the Following information from the applicant:

1. Complete legal name- no nicknames
2. Height
3. Weight
4. Date of birth
5. Home mailing Address
6. Phone number
7. Lab building and room number
8. Work Address. Use 9 digit zip codes





How to Apply

9. Applicant photo, head shot (.jpeg, or .jpg format)
10. Social Security Number
11. Proof of education: Degree or Transcripts (pdf format). All documents must be in English





Submit An Application

Once you have received all information from the applicant complete the employee affirmation form (in pdf format) found here:

[Employee Affirmation Form](#)

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Certificate of Fitness Alternative Issuance Procedure - Employee Affirmation Form

This form must be completed by the applicant for the application to be valid.

Application can be submitted individually or through an employer. Please type or print legibly and place an "X" in the applicable box:

- Individual** (Notarization of this application is required) (Complete Section 1, 2, and 4)
- Employer** (designated coordinator) (Complete All Sections 1, 2, 3 & 4)

Instructions: Please type or print legibly. Place an "X" in the boxes next to the Sections statements to which you affirm.

Section 1: Personal Information (required for all applicants)

First Name: _____ Last Name: _____ Last 4 digits of SSN: XXX-XX-____
 Certificate(s) of Fitness (names or category numbers): _____
 Employer Company name: _____
 Address: _____ City: _____ ST: _____ Zip Code: _____

Section 2: Education and Experience (required for all applicants)

- I affirm that:
- I have received training and I understand the pertinent:
 1. Fire Code sections _____
 2. Fire Department rules section _____
 3. National Fire Protection Association _____
 - I have studied _____ study material that apply to this Certificate of Fitness test. I understand that I may be tested on the material.
 - I thoroughly know the fire protection systems and other fire safety equipment and procedures at my work location.
 - I have not taken and failed the examination for the Certificate of Fitness for which I am applying.

Section 3: Affirmation Granting Authority to Act (Complete this section ONLY if your employer is submitting the application for you)

- I affirm that:
- I hereby authorize my employer to represent me before the City of New York in connection with my Certificate of Fitness application(s).
 - I understand that I will be legally bound by what is stated in the application(s), and will be responsible for any false statements or inaccurate information.
 - If I wish to cancel this authorization to act on my behalf I must do so by writing to the FDNY Director of Licensing, at 9 MetroTech Center, Brooklyn, NY 11201, or by going to the Licensing Unit at that address.

Section 4: Statements and Signatures (Notary signature and seal is required for individual applicants)

I understand that I will be legally bound by what is stated in the application(s), and will be responsible for any false statements or inaccurate information. I hereby do solemnly swear under oath and subject to penalty of perjury that the information provided by me in this document is true and accurate to the best of my knowledge.

<p>_____ Applicant's print name</p> <p>_____ Applicant's signature</p> <p>_____ Date</p>	<p>Notarization (required for individual applicants) State of New York, county of: Sworn to or affirmed under penalty of perjury</p> <p style="text-align: center;">_____ day of _____ 20____</p> <p>Notary Signature _____</p>	<p>Notary Seal</p>
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Submit An Application

Upon completion of the affirmation form. Please submit the information electronically online to:

[NYC Business Express](#)

The screenshot displays the NYC Business Express website interface. At the top, the logo 'NYCBusiness' is visible alongside search, translate, and text size options. A navigation menu includes 'Home', 'Start a Business', 'Operate a Business', 'Licenses and Permits' (highlighted), 'Violations', and 'My Dashboard'. A prominent teal banner reads 'Certificate of Fitness for Non-Production Chemical Laboratories (C-14)'. Below this, a progress bar shows four stages: 'About', 'Apply' (current), 'After You Apply', and 'Operating & Renewing'. The 'Apply' section contains a 'Before you submit your application' heading and a list of requirements:

- This Certificate of Fitness can be obtained by passing a written exam or qualifying for an exemption on the basis of education and experience. All applicants should review the Notice of Exam and Study Materials
[C-14 NOTICE OF EXAM AND STUDY MATERIALS \(PDF\)](#)
- Applicants who need to take the exam must apply in person and bring the following documents:
[MORE INFO ▾](#)
- Applicants who qualify for the exemption should review the [C-14 ALTERNATIVE ISSUANCE PROCEDURE INFORMATION \(PDF\)](#). Applicants must apply online and provide the following information:
 - Your name, mailing address, telephone number, email address, gender, social security number, date of birth, weight, height, and work location.
 - A completed [APPLICANT AFFIRMATION FORM \(PDF\)](#). Individual applicants must have this form notarized.
 - An electronic copy of your diploma or license file.
 - If required, a notarized statement to confirm that you have two years post-baccalaureate experience in operating a chemical laboratory.
 - A recent ID photo (2x2 color head shot) in JPG or JPEG format.

On the right side of the 'Apply' section, there are 'Save' and 'Print' icons.



Handling of Information

An Hunter College authorized DC must be approved by FDNY. To request approval email ehs@hunter.cuny.edu

The information that is collected is of a sensitive nature and needs to be treated as such.

When required to collect social security information, it is recommended that the applicant speak to you in person or over the phone.

Information should not be collected through email.





Environmental Health and Safety

Contact us with questions or concerns

EHS Contact Information

Address: 695 Park Ave New York, New York 10065

Phone: 212-772-4462

Email: ehs@hunter.cuny.edu

Website: www.hunter.cuny.edu/ehs

